

Tax Exemption Program

Initial Application Checklist – 2008

Return this checklist & forms to:

Larry Fink, Coordinator
Green Acres Tax Exemption Program
P.O. Box 412, 501 E. State St., 1st Fl.
Trenton, NJ 08625-0412
Phone: 609-633-9268
Fax: 609-984-0608
Web: www.nj.gov/dep/greenacres

For G.A. Use Only

Date Received: _____
Application Number: _____
Complete: _____
Incomplete: _____
Approved / Denied: _____
Initials / Date: _____

Applicant / Nonprofit Organization: _____

Contact: _____ Phone Number: _____

Location of Property:

Municipality: _____ County: _____

- ☐ 1. One (1) original *Application for Real Property Tax Exemption* (Form GAR-031).*

Be sure to include:

- ☐ (a) the IRS 501(c)(3) letter of determination for your nonprofit organization
- ☐ (b) deed for the property
- ☐ (c) current tax bill for each block and lot
- ☐ (d) tax map(s) labeled to show property
- ☐ (e) municipal street map labeled to show location and public access points
- ☐ (f) map of property showing access points, parking, trails, etc.
- ☐ (g) documentation legally establishing your nonprofit organization

- ☐ 2. One (1) original *Initial Statement of Organization Claiming Property Tax Exemption* (Form I.S. Rev. December 2001), for each block and lot.*

- ☐ 3. One (1) copy of the *Signed Cover Letter* sent to the Municipal Tax Assessor (same as item 1 in list below).

APPLICANT / NONPROFIT ORGANIZATION MUST SEND TO MUNICIPAL TAX ASSESSOR:

1. Cover letter to Tax Assessor
2. Two (2) original *Applications for Real Property Tax Exemption* (Form GAR-031)*
3. Two (2) original *Initial Statements* (Form I.S. Rev. December 2001), for each block and lot*

* DOCUMENTS MUST HAVE ORIGINAL SIGNATURES